

Final Polish Checklist

Match common review-form wording, sharpen your claims and finish a confident four-section draft.

1. Accomplishments and impact

- ☐ Match these section headings to your review form's wording.
- ☐ Put your most important completed contribution first.
- ☐ Replace vague activity descriptions with specific deliverables, decisions, or problems resolved.
- ☐ Use: "I [ACTION], which helped [OBSERVABLE OUTCOME]."
- ☐ Distinguish your contribution from the team's overall result.
- ☐ Delete unsupported metrics, results, and causal claims.

2. Strengths and collaboration

- ☐ Name two strengths demonstrated in the accomplishments section.
- ☐ Support each strength with a concrete example from the review period.
- ☐ Replace "helped with" with your exact contribution: drafted, reviewed, coordinated, or resolved.
- ☐ Describe how your work supported a colleague, customer, or stakeholder.
- ☐ Replace "I think I" with "I" when describing work you completed.
- ☐ Cut repeated accomplishments that add no new evidence of a strength.

3. Development areas

- ☐ Choose one development area that would improve your current work.

- ☐ Describe the behavior to improve rather than labeling your personality.
- ☐ Use: “I’m improving [SKILL] by [SPECIFIC PRACTICE].”
- ☐ Separate actions already underway from actions you plan to begin.
- ☐ Replace apologies with a direct account of what you will change.
- ☐ Connect the improvement to a concrete benefit for your work.

4. Goals, support, and final submission

- ☐ Set one or two priorities connected to your role’s current needs.
- ☐ Use: “By [DATE], I will [DELIVERABLE], with completion demonstrated by [OBSERVABLE CHECK].”
- ☐ Name the decision, access, feedback, or training needed to make progress.
- ☐ Check each section against the corresponding review question.
- ☐ Remove repeated points and generic claims such as “consistently added value.”
- ☐ Read aloud once, replacing wording you would not use with your manager.
- ☐ Check names, dates, tense, and spelling.
- ☐ Save a copy before submitting.

Work Cheat Codes – made to be used, not just saved.